

February 19, 2016

TO: ALL INTERESTED PARTIES

FROM: Barbara Boese
Delaware Department of Labor, Division of Vocational Rehabilitation

SUBJECT: PETS- Summer and School Year Program for Students DOL/DVR-16006

**ADDENDUM #1- Questions (Q) & Answers Regarding the Non-Mandatory Pre-bid Meeting,
02-16-16**

Addendum #1 is hereby issued to provide the following information to assist bidders in their submission regarding this RFP:

Revision: The range of contract is listed at \$5,000 to \$85,000 for an annual period/one contract year. After consideration, the panel will consider proposals that exceed the cap of \$85,000. Bidders may submit proposals that exceed \$85,000 for a contract year.

1. How many proposals may a contractor submit?

A Contractor may submit multiple proposals that are substantially different in program description and service components- separate unique models.

2. How many potential students to be served?

In 2015 the Summer Pilot Program served over 100 students.

3. Appendix B is 4 pages plus the Appendix C, D and E seems brief.

The total documents are Appendix A, B, C, D, and E. Appendix B is the SOW to provide the bidder to describe services on the template/format outline in Appendix B.

4. How many pages can Appendix B total?

Appendix B SOW length is at the discretion of the bidder. Bidders are encouraged to be clear and concise in the SOW- Appendix B.

5. Are internships and paid work a requirement of the RFP?

Paid internships and paid work is required for Goal 2: Work-based Learning Experience and Goal 3: Community-based Workplace Readiness Training.

6. Are the schools aware of this RFP?

Yes, the schools have been advised of the summer and school year programs DVR seeks to implement in 2016.

7. Can DVR provide DOE and Linkages for partnerships to develop a referral stream?

DVR will make every effort to supply bidders with potential partnerships and linkages to develop a

referral stream prior to proposal submission deadline. Bidders may contact DVR Transition Coordinator, Sandi Miller for possible DOE partnerships. Bidders may contact DVR Contracts Administrator, Barbara Boese for possible community linkages.

8. The RFP lists the contract for 2.5 years?

Yes, this is a multiple year contract to provide services year round for school year programs, after school services and/or summer programming.

9. What is the hourly rate for internships?

Interns should be paid at the current state minimum wage. Ideally all internships should be paid, however the RFP allows for unpaid internships.

10. Does this RFP offset/eliminate Transition Counselor services in the schools?

No

11. Will we get an authorization for payment?

No authorizations; the Contractor is required to bill monthly via an invoice with data requested to support billing as listed in Appendix B, Attachment B, Budget Summary, page 14 of the RFP.

12. Regarding linkages; who can be a partner and where may services be provided.

The Contractor is free to form linkages with private or public agencies and may deliver services in the community, at the partner's buildings or the Contractor's own buildings. Paid work or internships must be in an integrated work environment; e.g. in 2015 a provider taught hospitality and customer service skills to youth in a hotel setting as a work based experience in a paid internships for their housekeeping services. The interns performed essential work tasks alongside hotel employees to insure the smooth running of the hotel.

13. What did you learn from 2015 Pilot?

Lessons learned by DVR that an earlier bid cycle for services offers youth and families more time to plan for participation. Providers learned about this population more fully and developed a referral resource/stream which was new to Contractors. Potential referrals are not exclusively students already active with DVR. Any student enrolled in school, ages 14-21 with a disability, which are potentially eligible for VR services may participate in a PETS program. Youth, families, host businesses, Contractor's feedback was all positive and expressed a hope that DVR would provide summer services again in 2016.

14. If programming results in a job how does that fit with DVR Transition services and school?

Youth who participate in programming where a job placement results, the Contractor is paid for PETS program services only. Ideally a Contractor who selects and provides services on Goal 1 Career Exploration, Goal 2 Work Based Learning, and/or Goal 3 Community-based Workplace Readiness Training employment outcome is more likely or likely. Contractors are encouraged to partner with a school for school year programming and develop a continuum to flow down/transition to summer services for a summer job paired with work based learning.

15. This contract is for multiple years; does that mean all the same students.

Based upon the Contractor's program description and length of time identified to complete programming, youth may continue in the program. It is hoped that many students will cycle through

a given program. A youth may participate in multiple programs concurrently if there are no conflicts and the goals of each program are different; e.g. a student could participate in a 2 week college prep and career exploration program over summer vacation and work-based learning experience during the school year one afternoon and full Saturday in the fall semester learning carpentry.

16. The age range is 14-21, did anyone in 2015 provide services to the full range.

One provider served the entire age range. Bidders are encouraged to select their target population for service delivery based upon program description and basic criteria to participate. It may be advisable to break up the groups by age ranges, e.g. 14- 17 and 18-21.

17. Can you have multiple services within a proposal?

Yes, multiple tracks or services at various times offered to different or same target group with a variety of unit costs is acceptable.

18. Are stipends allowable for training and if allowable at what amount?

Yes, stipends are allowed. Federal Grants guidelines has prescribed rules for stipends at: http://search.grants.nih.gov/search?utf8=%E2%9C%93&query=stipends&site=GRANTS_ALL&affiliate=grants.nih.gov&commit.x=11&commit.y=8

19. How many goals are required in the program?

The bidder is required to identify 2 of 4 Goals. A minimum of 2 goals for service delivery during the program length of service may be delivered consecutively or concurrently; e.g. Career Exploration services delivered in week 1 of the 4 week program and in weeks 2-4 work-based learning services are delivered. This represents consecutively.

20. What is the allowable administrative cost range for this RFP?

Bidders are encouraged to contain costs and not to exceed 15%.

21. Hi Barbara. I am working on my agencies proposal and I thought I was clear on everything but for some reason I am struggling with Appendix B. Maybe my brain is fried for the week. I know the information I want to put in there but I'm confused about the format. For Appendix B on page 10 it states that we are encouraged to use the outline provided. The information provided in the outline is what DVR is looking for and then there is an example in italics on page 11. As a bidder, do I submit my "italicized" information using the outline format, or should I basically copy the information in the outline and then write my agency specific italicized information at the end of each section? I hope you understand my question?

Essentially the *italicized* sections are ideas for that section to increase your understanding to write well defined program description and service components that are quantified and/or observable measurable to establish service impact on participants. **What** you're going to do, **when** you're going to do it, **where** you're going to do it, **how** you are doing it and **who** is going to do it; using what resources for your identified **target population** to achieve a **quantified and qualified goal**.

All other terms and conditions remain the same.